

# Software Assurance Working Group Charter



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## General Information

### Reasons for undertaking the effort

It is a priority for the Office of Information and Technology (OI&T) to increase the level of confidence that software developed for use at VA is free from vulnerabilities. As a result, the Software Assurance (SwA) Working Group (WG) is established under the authority of the Software Assurance Program Memorandum (VAIQ #7477488 signed April 10, 2015). The SwA WG is charged with identifying and prioritizing VA applications according to VA's **Common Application Enumeration (CAE)**. The SwA WG is additionally charged with supporting and building upon existing application security accreditation requirements and activities to support the governance of application security testing activities at VA.

### Target project benefits

Although VA SwA Program Office leads the SwA WG initiative, there remains staff with significant technical resources distributed throughout VA with advanced technical knowledge and particular expertise in specific local and operational domains. The SwA WG is chartered to bring together such technical experts and VA's SwA Program Office resources. The anticipated benefits of this increased collaboration are ultimately to ensure that the security of software developed for use at VA is taken into account as part of Project Management Accountability System (PMAS) and ProPath (Product Build) when determining the readiness and performance of a project.

## Objectives and constraints affecting the effort

### Objectives

- To develop and maintain complete and up-to-date VA administration and agency inventories of all custom VA applications, categorized by type and business line.
- To develop and monitor the implementation of VA administration and agency plans to ensure that code review software is distributed to all developers who have not to date obtained VA-licensed code review software
- To develop and monitor the implementation of VA administration and agency plans to ensure that code review software training is taken by all developers who have not to date completed VA-provided training
- To develop and monitor the implementation of VA administration and agency plans to perform initial code reviews, fixes, and validations of all applications that have not to date successfully completed the validation process
- To develop and monitor the implementation of VA administration and agency plans to perform follow-on code reviews and validations, for those applications that do not successfully complete the validation process
- To expand the existing accreditation requirements and activities for code review and other application-level application security testing activities within VA.

### Constraints

The SwA WG is a communication and information sharing body, not a decision-making body. The outputs of the WG will always be framed as a set of technical alternatives, not as a promulgated decision or recommendation.

Technical alternatives from the group will be submitted to the VA SwA Program Office for review, approval, and/or vetting with other administrations and agencies as appropriate.

## Rules of Engagement

Each of the calls will be organized around a central theme, with the primary goal being to simply communicate information and document that information. Calls will be private to the group.

### In-scope and out-of-scope items

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The following items are in-scope:

- **SwA Integrated High Level Action Plans** - Plans that are inclusive of timelines and constraints, to support the Government requirement for inventorying, scanning, and correcting all operational applications.
- **Prioritized Application Lists** - Lists that specify the application, the operation it supports, rationale for the priority rating, operating platform, and any other relevant information function that might support the Government's priority ranking.
- **SwA Process Updates and Governance** - Recommendations to submit to the VA SwA Program Office for review, approval, and/or vetting with other administrations and agencies as appropriate

The following items are out-of-scope:

- **Application Inventory SOP** - Standard Operating Procedures (SOP) for how an application will be reviewed, assessed, catalogued and prioritized for subsequent scanning, outside of SwA WG recommendations that are adopted by the VA SwA Program Office.
- **Secure Code Review SOP** - VA SwA Program Office secure code review SOP are in general out-of-scope, outside of SwA WG recommendations that are adopted by the VA SwA Program Office.

## Delineation of roles and responsibilities

Roles	Responsibilities
SwA WG Project Manager	<ul style="list-style-type: none"><li>• Plans the SwA WG effort under the supervision of the VAs SwA Program Office.</li><li>• Leads the SwA WG under the supervision of the VAs SwA Program Office to achieve its chartered purpose and outcomes.</li><li>• Encourages participation.</li><li>• Ensures that all concerned are appropriately involved.</li><li>• Tracks action items to closure</li><li>• Provides SwA WG status reports</li><li>• Manages conflict resolution</li><li>• Facilitates the establishment of team ground rules</li><li>• Schedules meetings via conference calls and face-to-face meetings on an as needed basis</li></ul>
SwA WG Members	<ul style="list-style-type: none"><li>• Participates in activities to achieve chartered purpose outcomes</li><li>• Identifies issues and works to resolve them within the SwA WG protocol</li><li>• Personally responsible for assignments/tasks between meetings</li><li>• Provides input on status to the SwA WG Project Manager</li><li>• Attends meetings via conference calls and face-to-face meetings</li><li>• Interfaces with parent organization</li></ul>

## Identification of main stakeholders

The SwA WG members are comprised of representatives from VA's SwA Program Office and other VA administrations and agencies.

The SwA WG Project Manager is selected from the VA's SwA Program Office .

Other VA administrations and agencies are relied upon to designate individuals that are able to participate in discussions and support the carrying out of SwA WG objectives.

## Authority of the project manager

SwA WG Project Manager is designated by the VA SwA Program Office and derives their authority accordingly to support the responsibilities listed above in the delineation of roles and responsibilities.

## How To Participate

- [Register to attend the meetings.](#)
- Participate in the monthly phone calls.

## Issues Tracked

The VA Software Assurance Program Office will highlight and track SwA IG issues, and will disseminate information via the mailing list.

## Resources

Additional VA resources that may be helpful to SwA WG participants generally can be found elsewhere on this site.